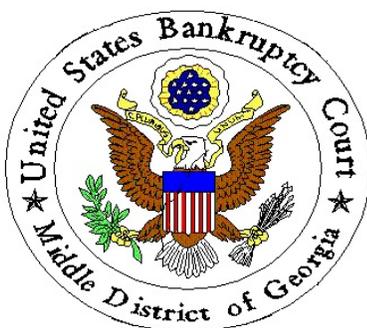


**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF GEORGIA**



CLERK'S INSTRUCTIONS

WILLIAM E. TANNER, CLERK

April, 2007

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CHAPTER 7 - CHECKLIST
INDIVIDUAL/JOINT

- * \$245.00 Filing Fee, or Application to Pay in Installments
- * \$ 54.00 Misc and Noticing Fee
- * Creditor Matrix - (See LBR 1007-2)
 - Typed in a single column - left justified; 10 or 12 Characters Per Inch
 - Two blank lines between each creditor name/address
 - Minimum of 1 inch side, top, and bottom margins

If Pro Se please clip (**do not staple**) and arrange in the following order:

- * Voluntary Petition
- * Statement of Social Security Number - Form B21
- * Notice to Individual Consumer Debtor(s)

Schedules:

- Summary of Schedules
- Schedule A (Real Property)
- Schedule B (Personal Property)
- Schedule C (Property Claimed as Exempt)
- Schedule D (Creditors Holding Secured Claims)
- Schedule E (Creditors Holding Unsecured Priority Claims)
- Schedule F (Creditors Holding Unsecured Non-Priority Claims)
- Schedule G (Executory Contracts & Unexpired Leases)
- Schedule H (Co-debtors)
- Schedule I (Current Income of Individual Debtor(s))
- Schedule J (Current Expenditures of Individual Debtor(s))
- Declaration Concerning Debtor's Schedules

Statement of Financial Affairs
Individual Debtor's Statement of Intention
Attorney Disclosure of Compensation (B.R. 2016(b))
Employee Income Records
Certificate of Budget & Credit Counseling Course
Chapter 7 Means Test (Form 22A)

Financial Management Course Certificate (Form 23) - prior to discharge

*Indicates documents needed for a BASIC or EMERGENCY filing.

All other documents ARE REQUIRED to be filed with the petition or within 15 days thereafter, except for the Statement of Intention which is due within 30 days.

CHAPTER 7 - CHECKLIST
CORPORATION/PARTNERSHIP

- * \$245.00 Filing Fee
- * \$ 54.00 Misc and Noticing Fee
- * Creditor Matrix - (See LBR 1007-2)
 - Typed in a single column - left justified; 10 or 12 Characters Per Inch
 - Two blank lines between each creditor name/address
 - 1 inch side, top, and bottom margins
- * Voluntary Petition
- * Statement of Tax Identification Number - Form B21
- * Corporate Resolution (or minutes) or Consent of Partners setting forth authority to file bankruptcy

Schedules:

- Summary of Schedules
- Schedule A (Real Property)
- Schedule B (Personal Property)
- Schedule C (Property Claimed as Exempt) - consumer only
- Schedule D (Creditors Holding Secured Claims)
- Schedule E (Creditors Holding Unsecured Priority Claims)
- Schedule F (Creditors Holding Unsecured Non-Priority Claims)
- Schedule G (Executory Contracts & Unexpired Leases)
- Schedule H (Co-debtors)
- Schedule I (Current Income of Individual Debtor(s)) - consumer only
- Schedule J (Current Expenditures of Individual Debtor(s)) - consumer only
- Declaration Concerning Debtor's Schedules

Statement of Financial Affairs
Attorney Disclosure of Compensation (B.R. 2016(b))
Chapter 7 Means Test (Form 22A)

*Indicates documents needed for a BASIC or EMERGENCY filing.

All other documents ARE REQUIRED to be filed with the petition or within 15 days thereafter.

CHAPTER 11 - CHECKLIST
INDIVIDUAL/JOINT

- * \$1000.00 Filing Fee or Application to Pay in Installments
- * \$ 39.00 Noticing Fee
- * Creditor Matrix - (See LBR 1007-2)
 - Typed in a single column - left justified; 10 or 12 Characters Per Inch
 - Two blank lines between each creditor name/address
 - 1 inch side, top, and bottom margins
- * List of Equity Security Holders
 - Same format as creditor matrix above

If Pro Se please clip (**do not staple**) and arrange in the following order:

- * Voluntary Petition
- * Statement of Social Security Number - Form B21
- * Notice to Individual Consumer Debtor(s)
- * List of Creditors Holding 20 Largest Unsecured Claims
- * Application for Employment of Attorney
- * (Proposed) Order Authorizing Employment of Attorney

Schedules:

- Summary of Schedules
- Schedule A (Real Property)
- Schedule B (Personal Property)
- Schedule C (Property Claimed as Exempt)
- Schedule D (Creditors Holding Secured Claims)
- Schedule E (Creditors Holding Unsecured Priority Claims)
- Schedule F (Creditors Holding Unsecured Non-Priority Claims)
- Schedule G (Executory Contracts and Unexpired Leases)
- Schedule H (Codebtors)
- Schedule I (Current Income of Individual Debtor(s))
- Schedule J (Current Expenditures of Individual Debtor(s))
- Declaration Concerning Debtor's Schedules

Statement of Financial Affairs
Inventory of Property
Attorney Disclosure of Compensation (B.R. 2016(b))
Chapter 11 Statement of Current Monthly Income (Form 22B)
Certificate of Budget & Credit Counseling Course

* Indicates documents needed for a BASIC or EMERGENCY filing.

All other documents ARE REQUIRED to be filed with the petition or within 15 days thereafter.

CHAPTER 11 - CHECKLIST
CORPORATION/PARTNERSHIP/SMALL BUSINESS

- * \$1000.00 Filing Fee
- * \$ 39.00 Noticing Fee
- * Creditor Matrix - (See LBR 1007-2)
 - Typed in a single column - left justified; 10 or 12 Characters Per Inch
 - Two blank lines between each creditor name/address
 - 1 inch side, top, and bottom margins
- List of Equity Security Holders
 - Same format as creditor matrix
- * Voluntary Petition
- * Statement of Tax Identification Number - Form B21
- * Exhibit "A"
- * Corporate Resolution (or minutes) or Consent of Partners setting forth authority to file for bankruptcy
- * List of Creditors Holding 20 Largest Unsecured Claims
- * Application for Employment of Attorney
- * (Proposed) Order Authorizing Employment of Attorney

Schedules:

- Summary of Schedules
- Schedule A (Real Property)
- Schedule B (Personal Property)
- Schedule C (Property Claimed as Exempt)
- Schedule D (Creditors Holding Secured Claims)
- Schedule E (Creditors Holding Unsecured Priority Claims)
- Schedule F (Creditors Holding Unsecured Non-Priority Claims)
- Schedule G (Executory Contracts and Unexpired Leases)
- Schedule H (Codebtors)
- Schedule I (Current Income of Individual Debtor(s))
- Schedule J (Current Expenditures of Individual Debtor(s))
- Declaration Concerning Debtor's Schedules

Statement of Financial Affairs

Attorney Disclosure of Compensation (B.R. 2016(b))

Statement of Inventory

Chapter 11 Statement of Current Monthly Income (Form 22B)

Cash Flow Statement (Small Business only)

Statement of Operations (Small Business only)

Balance Sheet (Small Business only)

* Indicates documents needed for a BASIC or EMERGENCY filing.

All other documents ARE REQUIRED to be filed with the petition or within 15 days thereafter.

CHAPTER 12 - CHECKLIST
INDIVIDUAL/JOINT/CORPORATION

- * \$200.00 Filing Fee or Application to Pay in Installments (if individual)
- * \$ 39.00 Noticing Fee
- * Creditor Matrix - (See LBR 1007-2)
 - Typed in a single column - left justified; 10 or 12 Characters Per Inch
 - Two blank lines between each creditor name/address
 - 1 inch side, top, and bottom margins
- Chapter 12 Plan
 - Due within 90 days if not filed with petition

If Pro Se please clip (**do not staple**) and arrange in the following order:

- * Voluntary Petition
- * Statement of Social Security Number or Tax Identification Number - Form B21
- * Notice to Individual Consumer Debtor(s) (if individual)
- * Application for Employment of Attorney
- * Proposed Order Authorizing Employment of Attorney
- * Corporate Resolution (or minutes) or Consent of Partners setting forth authority to file bankruptcy (if corporation or partnership)

Schedules:

- Summary of Schedules
- Schedule A (Real Property)
- Schedule B (Personal Property)
- Schedule C (Property Claimed as Exempt) - consumer only
- Schedule D (Creditors Holding Secured Claims)
- Schedule E (Creditors Holding Unsecured Priority Claims)
- Schedule F (Creditors Holding Unsecured Non-Priority Claims)
- Schedule G (Executory Contracts)
- Schedule H (Codebtors)
- Schedule I (Current Income of Individual Debtor) - consumer only
- Schedule J (Current Expenditures of Individual Debtor) - consumer only
- Declaration Concerning Debtor's Schedules

Statement of Financial Affairs
Attorney Disclosure of Compensation (B.R. 2016(b))

* Indicates documents needed for a BASIC or EMERGENCY filing.

All other documents ARE REQUIRED to be filed with the petition or within 15 days thereafter.

CHAPTER 13 - CHECKLIST
INDIVIDUAL/JOINT

- * \$235.00 Filing Fee or Application to Pay in Installments
- * \$ 39.00 Noticing Fee
- * Creditor Matrix, Original Only - (See LBR 1007-2)
 - Typed in a single column - left justified; 10 or 12 Characters Per Inch
 - Two blank lines between each creditor name/address
 - 1 inch side, top, and bottom margins

If Pro Se please clip (**do not staple**) and arrange in the following order:

- * Voluntary Petition
- * Statement of Social Security Number - Form B21
- * Notice to Individual Consumer Debtor(s)

Chapter 13 Plan

Schedules:

- Summary of Schedules
- Schedule A (Real Property)
- Schedule B (Personal Property)
- Schedule C (Property Claimed as Exempt)
- Schedule D (Creditors Holding Secured Claims)
- Schedule E (Creditors Holding Unsecured Priority Claims)
- Schedule F (Creditors Holding Unsecured Non-Priority Claims)
- Schedule G (Executory Contracts & Unexpired Leases)
- Schedule H (Co-debtors)
- Schedule I (Current Income of Individual Debtor(s))
- Schedule J (Current Expenditures of Individual Debtor(s))
- Declaration Concerning Debtor's Schedules

Statement of Financial Affairs

Attorney Disclosure of Compensation (B.R. 2016(b))

Certificate of Budget & Credit Counseling Course

Chapter 13 Statement of Current & Monthly Income & Disposable Income Calculation (Form 22C)

Employee Income Records

Financial Management Course Certificate (Form 23) - prior to discharge

*Indicates documents needed for BASIC or EMERGENCY filing.

All other documents ARE REQUIRED to be filed with the petition or within 15 days thereafter.

ADVERSARY - CHECKLIST

- * \$250.00 Filing Fee
 - No charge to U.S. Agency or Debtor
 - No charge to Trustee or Debtor in Possession if an estate DOES NOT exist
 - No charge to CSRU or representative with affidavit or other proper documentation

- * Adversary Cover Sheet

- * Adversary Complaint

- * Summons and Notice of Pretrial Conference in an Adversary

Required Addresses for Proper Notice to Major Agencies of the U.S. Government and Georgia State Government

U. S. Trustee and Assistant U. S. Trustees

United States Trustee
Region 21
362 Richard Russell Building
75 Spring St., S. W.
Atlanta, GA 30303
404-331-4437

Assistant U. S. Trustee
Northern District of Georgia
362 Richard Russell Building
75 Spring St., S. W.
Atlanta, GA 30303
404-331-4437

Assistant U. S. Trustee
Middle District of Georgia
440 Martin Luther Jr. Blvd., Ste 302
Macon, GA 31201
478-752-3544

Assistant U. S. Trustee
Northern District of Florida
110 East Park Avenue
Suite 128
Tallahassee, FL 32301
850-521-5050

Other Pertinent Addresses

United States Attorney
P. O. Box 1702
Macon, GA 31202-1702

Georgia Department of Revenue
Bankruptcy Unit
P. O. Box 161108
Atlanta, GA 30321

Internal Revenue Service
Insolvency
P. O. Box 21125
Philadelphia, PA 19114

MAILING MATRIX REQUIREMENTS

Please observe the following guidelines when preparing the mailing matrix.

- ▶ The name and address of each creditor must be five (5) lines or less.
- ▶ Type (no handwriting or script type) matrices on plain white paper (no letterhead). Use regular mixed capitalization - do not type in all caps. Use font 10 or 12.
- ▶ Each line may contain no more than 40 characters including blank spaces.
- ▶ Names and addresses should be left justified in a single column (flush against the left margin with no leading blank spaces). Maintain margin of at least one inch from edges.
- ▶ Nine digit ZIP codes must be typed with a hyphen separating the two groups of digits.
- ▶ City, state and ZIP code must be on the last line. Use standard, 2-character postal abbreviations for state codes (GA, FL, NY, etc).
- ▶ Each creditor name/address must be separated by at least two blank lines.
- ▶ Do not include case numbers, debtor, debtor's attorney or US Trustee's name/address, page numbers, ATTN lines, symbols, stray marks, headers, footers, etc.

The mailing matrix shall be accompanied by a certification signed by the debtor attesting that the list contains all known creditors, including any individuals and entities co-obligated with the debtor on any debts.

EXAMPLE - CREDITOR LIST

CLASSIFIED DIRECTORY
615 MAIN ST
PO BOX 2230
NIAGRA FALLS NY 14203

COLLINS MARINE CORP
PO BOX 1197 L
LOS ALTOS CA 94022

COOPERS AND LYBRAND
1800 1ST INTERSTATE CENTER
SEATTLE WA 98104

DEVOE MARINE COATINGS COMPANY INC
MARINE DIVISION
PO BOX 7536
LOUISVILLE KY 40207

GRACE THOMASSON
4980 BALTIMORE BLVD
APARTMENT 405
BALTIMORE MD 20982

Divisions, Division Numbers and Counties in Each Division

The six divisions, division numbers and the counties included in each division are listed below:

ALBANY DIVISION - 1

Baker
Ben Hill
Calhoun
Crisp
Dougherty
Early
Lee
Miller
Mitchell
Schley
Sumter
Terrell
Turner
Webster
Worth

ATHENS DIVISION - 3

Clarke
Elbert
Franklin
Greene
Hart
Madison
Morgan
Oconee
Oglethorpe
Walton

COLUMBUS - 4

Chattahoochee
Clay
Harris
Marion
Muscogee
Quitman
Randolph
Stewart
Talbot
Taylor

MACON DIVISION - 5

Baldwin
Bibb
Bleckley
Butts
Crawford
Dooly
Hancock
Houston
Jasper
Jones
Lamar
Macon
Monroe
Peach
Pulaski
Putnam
Twiggs
Upson
Washington
Wilcox
Wilkinson

THOMASVILLE - 6

Brooks
Colquitt
Decatur
Grady
Seminole
Thomas

VALDOSTA - 7

Berrien
Clinch
Cook
Echols
Irwin
Lanier
Lowndes
Tift

**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF GEORGIA**

IN RE:

CASE NUMBER

:
:
:
:
:
:

Debtor(s)

**CERTIFICATION REGARDING
UNDELIVERABLE NOTICES**

I hereby certify that I have carefully examined the list of "Undeliverable Notices" on the above referenced bankruptcy case.

I certify further that I have mailed a copy of the attached notice to those parties on the "Undeliverable Notices" list by U.S. Mail, at the address(es) on the attached updated matrix this _____ day of _____, _____.

I certify further that I have made a bona fide effort to obtain the correct address(es) of all of the parties on the "Undeliverable Notice" list and do hereby provide this updated information to the court.

Dated this _____ day of _____, _____.

_____/s/ Attorney's Name_____
Attorney for the Debtor
Bar No. _____
Address: _____

Telephone No. : _____

BALLOT SUMMARY (BY CLAIM)

<u>NAME</u> (alphabetized)	<u>CLASS</u> (per plan)	<u>ALLOWED CLAIM</u>			Sec 502(c)	<u>VOTE</u>
		p/c	sched	ct ord		

BALLOT SUMMARY (BY CLASS)

<u>CLASS</u>	<u>TOTAL #</u>	<u>TOTAL AMOUNT</u>	<u>TOTAL # (Y) / (N)</u> (YES) (NO)		<u>TOTAL AMNT (Y) / (N)</u> (YES) (NO)		<u>CLASS VOTE</u>

CHAPTER 11 CONFIRMATION PROCEDURE UNITED STATES BANKRUPTCY COURT MIDDLE DISTRICT OF GEORGIA

Applicable to Chapter 11 cases in which substantial consummation has been completed.

SUMMARY

This procedure outlines the steps to be followed in a Chapter 11 case in which an order confirming the plan has been entered and substantial consummation has been completed. In a Chapter 11 case, substantial consummation is defined in 11 U.S.C. §1101(2).

PROCEDURE

Prepare the final report and final account of the administration of the estate which is required by 11 U.S.C. §704(9). Also see 11 U.S.C. §1106(a)(1) and §1107(a). The final report should incorporate an application for final decree. A proposed final decree should also be submitted.

Final Report and Application for Final Decree

There is no required format for the Final Report. Generally, it should be a commentary on the progress made in implementing the plan, should relate directly to 11 U.S.C. §1101(2), and should demonstrate to the Court that substantial consummation has been completed.

-- The Application for Final Decree should state the plan has been substantially consummated. It should also show the names and addresses, if known, of the holders of claims or interests which have not been surrendered or released in accordance with the provision of the plan and the nature and amounts of claims or interests, and other facts as may be necessary to enable the Court to pass on the provisions to be included in the Final Decree.

Final Account

The Final Account of the administration of the estate is a summary of the fees and expenses awarded by the Court and the claims allowed at the time of confirmation. **USE THE ATTACHED DOCUMENT TITLED "FINAL ACCOUNT."**

Final Decree

There is no required format for the proposed Final Decree. Generally, it should contain a finding that substantial consummation has been completed and any special provisions covered in the application for final decree. The last paragraph of the proposed Final Decree should read as follows:

IT IS FURTHER ordered that this Final Decree shall be effective twenty-five days after the date of entry and the case closed without further order of the Court, unless prior to the effective date a party in interest files with the Court a motion objecting for cause to the Final Decree. On such filing, the objecting party shall immediately serve notice on the debtor and the case shall remain open pending hearing on the motion. The Final Report and Application for Final Decree and the Final Account are on file with the Office of the Clerk of the United States Bankruptcy Court and may be examined during normal business hours.

(Sample Final Report and Application For Final Decree cont)

II.

Assumption by the Debtor of Management of Property

The Plan provided for the Debtor to stay in control of his business and continue to operate ABC Manufacturing Company after confirmation. The Plan did not contemplate any other individual or business entity taking control or assisting the Debtor in the management of the business and its property. Since [date of confirmation], the Debtor has remained in control and has operated his business pursuant to the terms of the Plan.

III.

In [month,year], the Debtor commenced distribution to all holders of Class 6 claims. The following amounts have been paid on those claims in each month since confirmation: \$000.00 in [month 1]; \$000.00 in [month 2]; and \$000.00 in [month 3, etc.]. The Debtor has also made payments in the amount of \$000.00 per month to the Internal Revenue Service for each of these [# of months] months. The Debtor has continued to pay First Bank since filing for relief and has made the payments required by the Plan to be made to First Bank since confirmation. The Debtor is current in his obligations to First Bank and will maintain that debt current until the debt is paid in full. The Debtor has not yet begun distribution of payments on Class 7 claims but the Plan did not contemplate distribution until after full payment to holders of Class 6 claims. As of the date of this report, the Debtor has made all payments contemplated by the Plan including the commencement of distribution to unsecured creditors.

APPLICATION FOR FINAL DECREE

As shown above, there has been substantial consummation of the Plan. The Plan contemplated full payment of all claims and the debtor is on schedule for meeting this provision of the Plan. All administrative costs have been paid and it is not anticipated that there will be any further application for administrative expenses. All property to be transferred under the Plan has been transferred and no further transfers are contemplated.

WHEREFORE the Debtor respectfully requests the Court to approve his Final Report and grant his Application for Final Decree by entering a Final Decree in this case.

This [date of submission]

/s/ Attorney's Name

A. W. Lawyer
Attorney for Debtor

UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF GEORGIA

IN RE: : Chapter 11
: :
: :
: :
Debtor : Case No. 00-00000

FINAL ACCOUNT

[Name] Debtor herein, filed a Voluntary Petition under Title 11, Chapter 11, in the United States Bankruptcy Court for the Middle District of Georgia on [filing date]. Pursuant to the requirements of 11 U.S.C. §1107(a), §1106(a)(1) and §704(9), Debtor now files this Final Account.

I.

In the course of this case the Court has approved and awarded professional fees to the Attorney(s) for the Debtor in the amount of \$00,000.00. Said amount does not include any expenses approved and awarded.

II.

In addition, in the course of this case the Court has approved and awarded professional fees to other professionals retained in this case (attorneys, accountants, appraisers, auctioneers and other professionals employed under 11 U.S.C. §327 in the amount of \$00,000.00. Said amount does not include any expenses approved and awarded.

III.

In the course of this case the Court has approved and awarded expenses in the amount of \$00,000.00. Said amount includes the expenses of the Attorney(s) for the Debtor and all other professionals employed in the case under 11 U.S.C. §327.

(Sample Final Account cont)

IV.

As of [date of confirmation], the date of confirmation of the Plan in this case, claims were allowed in the following categories and amounts:

\$00,000.00	Total of Secured Claims Allowed
\$00,000.00	Total of Priority Claims Allowed
\$00,000.00	Total of Unsecured Claims Allowed

The amounts reflect the amount of the claims allowed regardless of whether or not the claims in a particular category have been or will be paid in full under the Plan.

WHEREFORE the Debtor submits this Final Account in discharge of these obligations under the Bankruptcy Code and Rules, this _____ day of _____.

/s/ Attorney's Name
A. W. Lawyer
Attorney for the Debtor

**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF GEORGIA**

IN RE: : Chapter 11
: :
: :
Debtor : Case No. 00-00000

FINAL DECREE

WHEREAS, [Name], Debtor herein filed a Voluntary petition under Title 11, Chapter 11, in the United States Bankruptcy Court for the Middle District of Georgia on [date of filing]; and

WHEREAS, a Plan of Reorganization was proposed to the creditors and said Plan of Reorganization was confirmed by Order of this Court on [date of confirmation of Plan]; and

WHEREAS, Debtor has reported to this Court that he has substantially consummated the Plan of Reorganization; and

WHEREAS, Bankruptcy Rule 3022 provides for the entry of a Final Decree; it is therefore

ORDERED that the Final Report of the Debtor is approved and the Application for Final Decree be and is hereby granted. It is further

ORDERED that this Final Decree shall be effective twenty-five days after the date of entry and the case closed without further order of this Court, unless prior to the effective date a party in interest files with the Court a motion objecting for cause to the Final Decree. Upon such filing, the objecting party shall immediately serve notice on the debtor and the case shall remain open pending a hearing on the motion. The Final Report and Application for Final Decree are on file with the Office of the Clerk of Bankruptcy Court and may be examined during normal business hours.

END OF DOCUMENT

ADMINISTRATIVE PROCEDURES FOR FILING, SIGNING AND VERIFYING PLEADINGS AND PAPERS BY ELECTRONIC MEANS

I. Registration for the Electronic Filing System

A. Registration

(1) Each attorney desiring to file pleadings or other papers electronically must complete and sign Attorney Registration Form and attend training provided by the court. He/she must also provide the court with a current e:mail address for use with the System. Non attorneys and other limited filers can also submit an Application For Limited Use Access to Electronic Case Filing System.

(2) All signed original registration forms shall be mailed to the court or delivered to either office of the court.

(3) Upon approval of the forms submitted and satisfactory completion of training, attorneys will receive their assigned system login and password from the Office of the Clerk. This information will be delivered according to the selection made on the registration form. Limited filers will be offered training but it will only be mandatory at the discretion of the clerk.

(4) Once registered, a user may withdraw from participation in the system by providing the court with written notice of such withdrawal. Upon receipt, the court will immediately cancel the user's login and password and will delete the users's name from any applicable electronic service list.

B. Passwords

(1) All attorneys and limited use filers are required to use a password to participate in electronic retrieval and filing of pleadings and other papers in accordance with the electronic case filing system. Registration for a login and password is governed by Paragraph I(A).

(2) No attorney shall knowingly permit or cause to permit his/her password to be utilized by anyone other than the attorney's authorized agent.

(3) No person shall knowingly utilize or cause another person to utilize the password of a registered attorney unless that person is an authorized agent of that attorney.

II Filing and Service of Documents

A. Filing

(1) All petitions, motions, pleadings, memoranda of law, or other documents, except for creditor matrices and orders, are to be converted into portable document format (PDF) and filed directly on the system . Creditor matrices are to be filed in a similar manner, but in text (TXT) format. Information regarding the formatting of orders can be found in II. D.

(2) A Judicial Waiver will be required for attorneys to file documents in hard copy format. The attorney shall prepare a Request for Judicial Waiver and send that waiver to the attention of the Clerk of Court. The Request shall state the reason a waiver is needed and when the attorney expects to be in compliance with the filing requirements. If hard copies are submitted without a waiver, the court may dismiss the matter or if appropriate, strike the hard copy document.

(3) For entities that file more than 20 (twenty) proofs of claim in a year, a Judicial Waiver will be required to file documents in hard copy format. If hard copies are submitted without a waiver, the court will consider striking the documents.

(4) Parties not represented by counsel or pro se individuals may file documents in hard copy format except for those that fall under Paragraph II. A.(3). These documents will be scanned to PDF format and docketed into the system. From that point forward, pursuant to LBR 5005-4, the scanned document will represent the official record of that pleading.

(5) If at any time a filer is unable to access the electronic case filing system due to technical problems, and there is insufficient time to obtain a waiver, the court will accept a paper filing based upon the affidavit of the filer as to the circumstances preventing the electronic filing.

B. Service

(1) Whenever a pleading or other paper is filed electronically in accordance with these procedures, the electronic case filing system shall automatically generate a notice of electronic filing by electronic means at the time of the docketing.

(2) Participation in the system by receipt of a password provided by the court shall constitute a request for service and notice by electronic means as provided under FRBP 9036. Participants in the electronic case filing system, by possessing a password from the court, agree to receive notice and service by electronic means both from the court and from other system participants, wherever located. See LBR 2002-1(e).

C. Signatures

(1) The electronic filing of a petition, pleading, motion, claim, or other paper that would bear a signature of an attorney or unrepresented party who is a registered participant of the electronic case filing system shall constitute the signature of that attorney or unrepresented party for purposes of the application of FRBP 9011 and other applicable rules.

(2) All pleadings and documents electronically filed shall contain either a scanned image of a signature as a part of that document, or for registered users, an indication of the name of the filer with their signature represented by “/s/ Jane Doe” in a location where the original signature would have occurred.

(3) Filing of pleadings, documents, and other papers that require original or verified signatures.

a. Electronic filing by registered users

Petitions, lists, schedules, statements, amendments, pleadings, affidavits and other documents that must contain original signatures or that require verification under FRBP 1008 or an unsworn declaration as provided in 28 USC Section 1746 may be filed electronically by attorneys registered in this electronic case filing system. An original copy containing an original signature must be retained by the attorney who files such a petition, pleading, document, or other paper for four (4) years after the closing of the case. If the case is later reopened, the (4) year retention period for documents already on file is not extended. However, any new filings as defined herein filed after the case is reopened shall be retained by the attorney who files such a petition, pleading, document, or other paper for four (4) years after the re-closing of the case.

b. Filings initially received in paper format

The court will retain the original documents bearing original signatures of any paper filings where such signatures are a required verification under FRBP 1008 or an unsworn declaration as provided under USC Section 1746.

D. Orders

(1) All orders are to be submitted electronically using the court's E-Orders system.

(2) All orders must conform with the following format requirements:

a. The top margin on the **FIRST PAGE** must be **FOUR (4) INCHES**. All other pages of the order will have a top margin of one (1) inch.

b. To assist the court in verifying that the entire body of the submitted order has been properly transmitted, the **LAST LINE** in the order must contain the following text: **END OF DOCUMENT**, centered, to indicate the order is complete.

c. A line for the date and a signature line for the judge is omitted. All orders will be signed electronically by the judge in the space provided by the top margin on the first page.

d. All orders prepared by legal counsel shall indicate the name of the law firm, name of the attorney responsible for the order, mailing address and phone number for the firm and, if desired, the fax number and/or e-mail address. This information shall be included on the order, after the line containing the text **END OF DOCUMENT**.

e. If the submitting party wishes to indicate to whom copies of the signed order should be sent, those parties names and addresses shall be included on the order, after the line containing the text **END OF DOCUMENT**.

f. The font used to create orders must be Courier or Times New Roman (regular, bold, italic, and bold italic). Other fonts will not process correctly through the court's noticing center.

g. All signatures of consent including those of unregistered users of the electronic case filing system, are to be indicated by putting “/s/ Jane Doe” where the original signature was to have occurred. In accordance with Paragraph II. C (3)a, any original signatures obtained for consent purposes are to be kept on file by the party submitting the order for four (4) years after the closing of the case.

E. Attachments to Pleadings and Proofs of Claim

If a filed document includes exhibits or attachments, then such exhibits or attachments are to be attached to the document submitted for filing. If the filed document is set for a hearing, hard copies of the exhibits or attachments shall be introduced at the hearing for possible admission to the official record.

F. Documents under Seal

A motion to file documents under seal may be filed electronically; however, the actual documents to be filed under seal shall be filed conventionally in paper form and only after the motion is granted. The order of the court authorized in the filing of such documents under seal will be entered electronically by the Clerk and a paper copy of the order shall be attached to the documents under seal and delivered to the Clerk at the time of the filing of the documents intended to be filed under seal.

G. Title of Docket Entries

An attorney who electronically files a pleading or other document shall be responsible for designating a docket entry title for the document by using one of the docketing categories prescribed by the court.

H. Correcting Docket Entries

Once a document is submitted and becomes part of the case docket, corrections to the docket may be made only by members of the clerk’s staff.

III Public Access to the Electronic Case Filing System Docket

A. Public Access at the Court

Electronic access to the electronic docket and the documents filed in the electronic case filing system is available to the public at no charge at each Office of the Clerk during regular business hours.

B. Internet Access

Although any person can retrieve and review documents in the system and access information from it without charge at the Clerk’s Office, electronic access to the electronic case filing system for viewing purposes is otherwise limited to subscribers of the Public Access Court Electronic Records (PACER) System. Information regarding subscribing to PACER is available on the court’s website.

C. Conventional Copies and Certified Copies

Conventional copies and certified copies of electronically filed documents may be purchased at the Office of the Clerk. The listing of miscellaneous fees for copying and certification can be found at 28 USC Section 1930.

D. Privacy Provisions

In accordance with the E-Government Act of 2002 and its own policy regarding privacy and public access, the Judicial Conference of the United States at its September 2003 session, promulgated a new official Bankruptcy Form 21(Official Form 21), Statement of Social Security Numbers. This form has been created to satisfy the requirement set forth in Federal Rule of Bankruptcy Procedure 1007(f) that a debtor must submit a verified statement of his/her social security number along with the debtor's petition.

- (1) With respect to petitions filed by electronic means by the Internet, the debtor's signature declaring under penalty of perjury that information in the petition is true and correct shall apply to the debtor's social security number as filed electronically with the petition.
- (2) With respect to petitions filed as described above, the filing attorney shall retain an original executed copy of Official Form 21 until four years after closing of the case.
- (2) Attorney shall not file or submit any additional statements or verifications of the debtor's social security number.
- (3) With respect to petitions filed on paper by unrepresented debtors, the debtor shall submit an original Official Form 21 as a separate paper document with the Clerk at the same time the petition is filed. The Clerk shall retain the original Official Form 21 which will not be accessible to parties, the Bar, or the public..

Fee Schedule as of January 1, 2007
Basic Filing Fees

Chapter 7 filing fee - \$299.00 (includes \$245 filing fee + \$54 misc. and noticing fee)
Chapter 11 filing fee - \$1039.00 (includes \$1000 filing fee + \$39 noticing fee)
Chapter 12 filing fee - \$239.00 (includes \$200 filing fee + \$39 noticing fee)
Chapter 13 filing fee - \$274.00 (includes \$235 filing fee + \$39 noticing fee)

Adversary Proceeding - \$250.00

No charge to U.S. agency No Charge to Debtor

No charge to Trustee or Debtor in Possession if an Estate DOES NOT exist

No charge to CSRU or representative with affidavit or other proper documentation

Motions for Relief from the Stay under 11 USC, Section 362 - \$150.00

No charge if accompanied by a Consent Order

No charge if filed under Section 1301 (Co-debtor)

No charge if filed under Section 1201 (Co-debtor)

No charge to CSRU or representative with affidavit or other proper documentation

Amendments to schedules, or matrix, adding creditors - \$26.00

Conversion Fees

From Chapter 13 to Chapter 7 - \$25.00

From Chapter 12 to Chapter 7 - \$60.00

From Chapter 12 to Chapter 13 - \$35.00

From Chapter 7 to 11 - \$755.00

From Chapter 13 to 11 - \$765.00

From Chapter 12 to 11 - \$800.00

Types of conversions where no fee will be charged:

From 7 to 13

From 7 to 12

From 13 to 12

If the original filing is a Chapter 11

From 11 to 7 - The fee will still be \$15.00

No fee will be charged for converting a chapter 11 case to anything other than a Chapter 7

No fee is charged if the Court orders a conversion of a case to another chapter (sua sponte conversions).

Fees to Reopen

For a Chapter 7 - \$260.00

For a Chapter 13 - \$235.00

For a Chapter 11 - \$1000.00

For a Chapter 12 - \$200.00

For a Chapter 15 - \$1,000

Fee Schedule as of January 1, 2007
Basic Filing Fees

Fee Schedule - Page 2

There are two situations where the debtor is exempt from paying a fee to reopen a case:

- 1) reopening to permit a party to file a complaint to obtain a determination under Rule 4007(b) (determination of dischargeability of a debt)
- 2) reopening a case when a creditor is violating the terms of the discharge under 11 U.S.C., Section 524

The fee to reopen does apply if the debtor attempts to reopen a case in which the Court did not enter a discharge. Therefore, a debtor seeking to reopen a case to file the certificate of completion of a financial management course must pay the reopening fee, as no discharge has been granted in the case.

Deconsolidation Fees

- For a Chapter 7 - \$260.00
- For a Chapter 13 - \$235.00
- For a Chapter 11 - \$1000.00
- For a Chapter 12 - \$200.00

Appeals

- Notice of Appeal - \$255.00
- For Direct Appeal to the Court of Appeals - \$200.00 - Payable when the Court of Appeals authorizes the direct appeal and in addition to the \$255.00 fee for docketing.
- For Direct Cross Appeal to the Court of Appeals - \$200.00 - Payable when the Court of Appeals authorizes the direct cross appeal and in addition to the \$255.00 fee for docketing.

Other Fees

- Facsimile filing - \$1.00 per page (all facsimile filings must be pre-approved by an authorized Court employee).
- Retrieval of any file - \$45.00 (for any reason from the Federal Records Center in Atlanta)
- Reproduction of magnetic tape recordings - \$26.00
- Exemplification of any Court document - \$18.00
- Registration of foreign judgments (filing miscellaneous paper) - \$39.00
- Certification of any Court document - \$9.00
- Copy of any paper - \$.50 per page
- Copy of docket sheet - \$.50 per page

Fees are due upon filing of the document/pleading; NO CHARGE to reopen for actions relating to debtor's discharge or to correct an administrative error

PAYMENTS MADE ON-LINE BY CREDIT CARD USING PAY.GOV
OR
CORRECT CHANGE ONLY

NO PERSONAL CHECKS ACCEPTED

ON LINE CREDIT CARD PAYMENTS USING PAY.GOV

On-Line Credit Card payment is designed to allow filers to pay fees interactively as part of the electronic filing process. Attorneys and trustees can choose to pay after each transaction, or they can simply make one payment at the end of the day for all transactions requiring fees. The Clerk's Office for the Bankruptcy Court, Middle District of GA encourages the practice of one payment at the end of the day for all transactions. Payments made by the end of the day must be posted no later than 11:00 p.m.

If you are an attorney with more than one login and password, then you will need go through payment procedures using each of your logins (or at least each login that you've used during the day and incurred fees under).

Section 23 of your manul also contains some reports which may assist you with record keeping and fee tracking responsibilities. Please review that information.

SYSTEM SECURITY REQUIREMENTS

Your browser must be Microsoft Internet Explorer 5.5 or higher.

Your browser must support 128-bit encryption. To determine whether your current browser supports 128-bit encryption, take the following steps:

- Click on the "Help" tab on your browser menu bar at the top of the screen.
- Scroll down and select "About Internet Explorer".
- A small window will appear in the center of your screen indicating the version, as well as the encryption or cipher strength of your browser (either 40-bit, 56-bit or 128-bit). If the screen indicates you have a 40-bit or 56-bit version, or if it doesn't indicate the encryption level, you will need to upgrade to a version 5.5 or higher.

FEE PAYMENT WHEN OPENING A NEW BANKRUPTCY CASE

The CM/ECF on-line credit card function can accommodate both new cases that are to be paid in full, or those that are to be paid in installments, with the following restrictions:

IMPORTANT NOTE FOR INSTALLMENT PAYMENT CASES - When opening your installment payment case, you **MUST** select **INSTALLMENT** in the statistical information in order to receive the option of modifying the filing fee to the amount you will be paying with the filing of the case. *CM/ECF will always default to Paid and insert the full filing fee amount for the new case unless the filer indicates otherwise.*

Open New Bankruptcy Case

Prior filing within last 8 years	<input type="text" value="no"/>	Type of debtor
Fee status	<input type="text" value="Paid"/>	<input checked="" type="radio"/> Individual
Nature of debt	<input type="text"/>	<input type="radio"/> Corporation (includes LLC & LLP)
Asset notice	<input type="text" value="No"/>	<input type="radio"/> Partnership
Estimated number of creditors	<input type="text"/>	<input type="radio"/> Other
Estimated assets	<input type="text"/>	Nature of business
Estimated debts	<input type="text"/>	<input type="radio"/> Health Care Business
		<input type="radio"/> Single Asset Real Estate
		<input type="radio"/> Railroad
		<input type="radio"/> Stockbroker
		<input type="radio"/> Commodity Broker
		<input type="radio"/> Clearing Bank
		<input type="radio"/> Other
		<input type="checkbox"/> Tax-Exempt Entity
<input type="button" value="Next"/>	<input type="button" value="Clear"/>	

At some Point during the filing of your document, you will see the screen below. Do not make any changes to this screen if the filing fee is to paid in full. If you are paying the filing fee in installments, change the fee amount as appropriate.

Open New Bankruptcy Case

All Petitions Paid in Installments Must be Accompanied by An Application To Pay Filing Fees in Installments

LEAVE THE RECEIPT NUMBER **BLANK** IF YOU WILL BE PAYING VIA THE INTERNET!

Receipt #: Fee: \$299

Next

Clear

When the final confirmation screen appears. If the dollar amount listed is incorrect, press the back button and make changes, then resubmit.

Open New Bankruptcy Case

Docket Text: Final Text

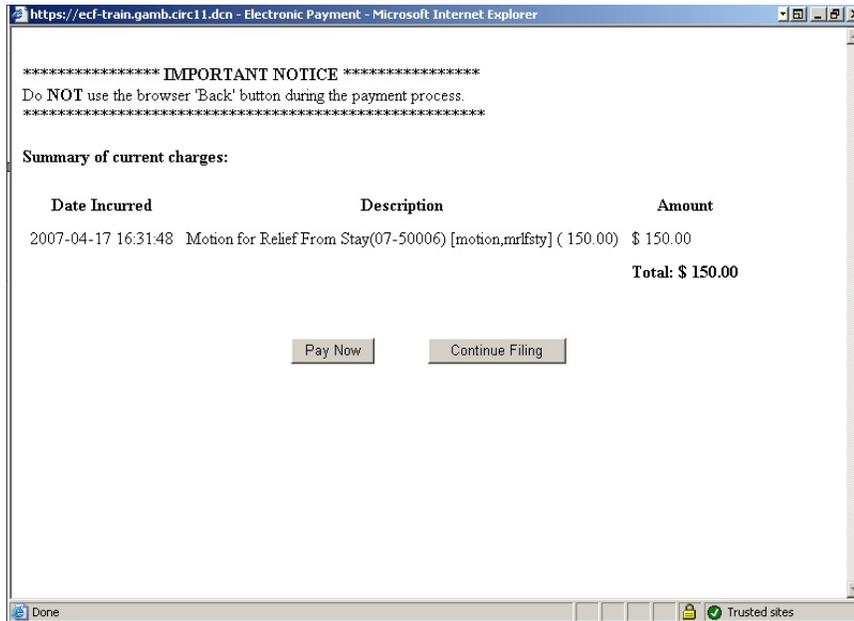
Chapter 7 Voluntary Petition All schedules and statements have been filed.
Receipt Number 100.00, Fee Amount \$299 filed by Desmond E. Carithers

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next

Clear

At the end of your transaction, you will receive a list of all documents where fees remain unpaid. If you have more cases or pleadings requiring fees to file, select **Continue Filing**.



**DO NOT USE THE BROWSER “BACK” BUTTON DURING THE PAYMENT PROCESS.
PAYING YOUR FILING FEES**

IF YOU CONTINUE FILING, you will receive an opportunity to Pay Now after each transaction or you may pay at the end of the day (11:00 P.M.) using the Utilities Menu option, Internet Payments Due. If you are ready to pay outstanding fees now, select Pay Now.

NOTE: IF YOU DETECT AN ERROR on the summary of current charges screen, **DO NOT** select the Pay Now option. Contact the court so the error can be corrected before an incorrect charge is made to your credit card. [Contact the Financial Deputy Clerk at 478-752-3506 ext. 3343 or Chief Deputy Clerk at 478-752-3506 ext 3341]

When the Pay Now option is chosen, you will be electronically connected to the U.S. Treasury site. You will be prompted for a card type, card number and expiration date as shown below. **Note: Address Information** - will be displayed on the screen. This information will be filled with the address information currently on file in the court for CM/ECF. Changes made to the credit card payment screen will not affect the CM/ECF data at the court. Enter all information as indicated by the red star.

The screenshot shows a web browser window with the URL <https://qa.pay.gov>. The page title is "Online Payment" and the breadcrumb is "Return to your originating application". The main heading is "Step 1: Enter Payment Information" with a page indicator "1 | 2". Below this is the sub-heading "Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)". A note states "Required fields are indicated with a red asterisk *".

The form fields are as follows:

- Account Holder Name: *
- Payment Amount: \$150.00
- Billing Address: *
- Billing Address 2:
- City:
- State / Province:
- Zip / Postal Code:
- Country: *
- Card Type: * (Logos for VISA, MasterCard, AMEX, Diners Club, and DISCOVER are shown)
- Card Number: * (Card number value should not contain spaces or dashes)
- Security Code: * [Help finding your security code](#)
- Expiration Date: * / *

At the bottom, there is a message: "Select the 'Continue with Plastic Card Payment' button to continue to the next step in the Plastic Card Payment Process." Below this message are two buttons: "Continue with Plastic Card Payment" and "Cancel".

If you enter an invalid credit card number the following message will appear: “The card number you have entered is invalid. Please try again.” Make corrections. Then click “Continue with Plastic Card Payment.”

The next screen requires you to authorize the transaction. **E-Mail Confirmation** - is another convenient way to receive confirmation of payment. On the authorization screen you have the option of entering an e-mail address to receive confirmation of the payment using Pay.gov. E-mail addresses added on this screen will not affect the e-mail address on file in CM/ECF with the court.

Address Information	Account Information	Payment Information
Account Holder Name: Ann Attorney 123 Main Billing Address: Street Billing Address 2: City: Macon State / Province: GA Zip / Postal Code: 31211 Country: USA	Card Type: Visa Card Number: *****1111 Expiration Date: 5 / 2010	Payment Amount: \$150.00 Transaction Date and Time: 04/17/2007 16:37 EDT

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:
Confirm Email Address:
CC: Separate multiple email addresses with a comma

Authorization and Disclosure
Required fields are indicated with a red asterisk *

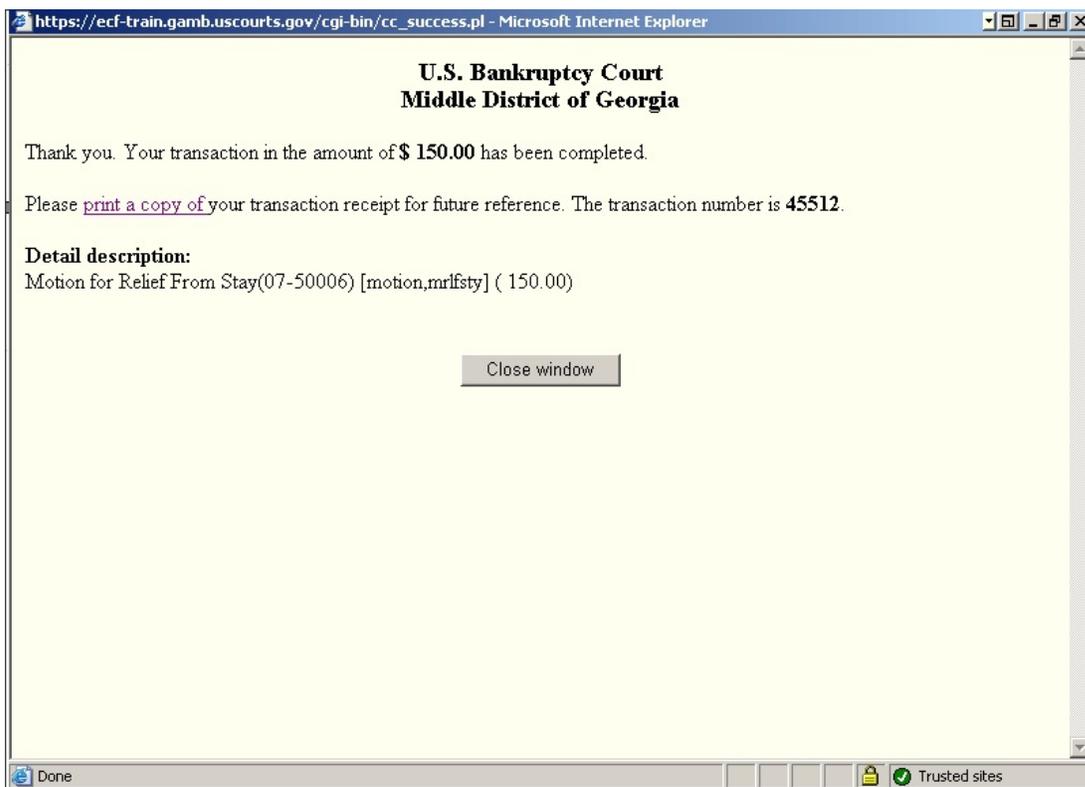
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted

The system will display a checkbox next to a red star that **must** be selected to authorize the payment. Click the [Submit Payment] button.

When the credit card transactions is approved, a receipt will be posted to the case(s) that have been paid, and the following message will appear:



Receipt Printing - is available. Once the payment is made and a receipt is generated, you will have the option to print the receipt. Click on the “[print a copy of](#)” in the second sentence.

FEE PAYMENT WITH MOTIONS REQUIRING FEES

The CM/ECF credit card module works similarly for motions and pleadings that require fees, except that the full filing fee is required. From the main Bankruptcy menu select the type of motion you wish to file and follow your filing instructions as for any other document. If a fee is required, you will be given the opportunity to “Pay Now” or “Continue Filing.” Make your choice and follow the instructions given above in PAYING YOUR FILING FEES.

REPORTS RELATED TO INTERNET PAYMENTS

The options shown below are available to attorneys and trustees, and can be located by clicking on the Utilities menu option in CM/ECF. Internet Payment History and Internet Payments Due are described below for you

Utilities

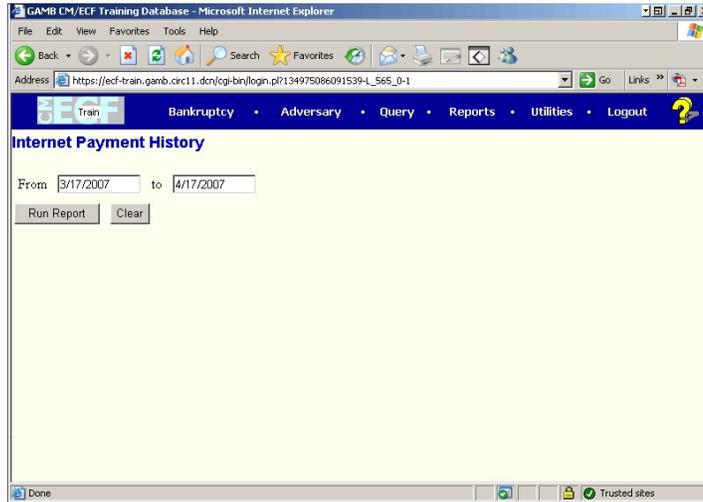
Your Account

[Clear Default PACER Login](#)
[Internet Payment History](#)
[Internet Payments Due](#)
[Maintain Your ECF Account](#)
[View Your Transaction Log](#)

Miscellaneous

[Legal Research ...](#)
[Mailings...](#)
[Verify a Document](#)
[Court Information](#)

INTERNET PAYMENT HISTORY - This report allows attorneys and trustees who have U.S. Treasury Internet payment privileges to review completed credit card payments over any specified time period. The report allows users to display fee payments over a date range specified. The default for this report is set for the previous 30 days. You may change the date range and “Run Report.”



The following illustration shows what the resulting report may resemble.

Date Paid	Description	Payment Method	Receipt #	Amount
2007-04-17 14:10:16	Voluntary Petition (Chapter 7)(05-70004) [misc,volp7] (40.00)			
	Motion for Relief From Stay(05-70004) [motion,mrlfsty] (150.00)			

INTERNET PAYMENTS DUE - The Internet Payments Due report allows an attorney with internet credit card payment privileges to immediately pay all outstanding fees without docketing another pleading or opening a case. There are no selection screens or sort options offered. The report displays each outstanding fee. A pop-up credit card payment window will appear on the screen. This screen will contain a summary of all current charges which remain unpaid. Once the user has accessed this screen, they will follow the instructions outlined previously in this document. Pick Internet Payments Due from the Utilities menu.

***** IMPORTANT NOTICE *****
Do NOT use the browser 'Back' button during the payment process.

Summary of current charges:

Date Incurred	Description	Amount
2007-04-17 15:54:52	Motion for Relief From Stay(07-50004) [motion,mrlfsty] (150.00)	\$ 150.00
2007-04-17 15:56:44	Motion for Relief From Stay(07-50004) [motion,mrlfsty] (150.00)	\$ 150.00
		Total: \$ 300.00

NOTE: ALL FEES INCURRED DURING EACH DAY MUST BE PAID BY 11:00 P.M. OF THAT DAY. IF THE FEES ARE NOT PAID, YOU WILL RECEIVE A CALL FROM A DEPUTY CLERK FOR IMMEDIATE PAYMENT. IF THE FEE STILL IS NOT PAID, YOU WILL BE CONTACTED BY THE CLERK OF COURT.

This screen shows all internet payments that are currently due. Click Pay Now and complete the payment process as previously instructed.

**THE UNITED STATES BANKRUPTCY COURT FOR THE
DISTRICT OF _____
DIVISION**

IN RE:	:	BANKRUPTCY COURT
	:	CASE NO. _____
DEBTOR.	:	
<hr/>		
APPELLANT,	:	
	:	BANKRUPTCY AP NO. _____
VS.	:	DISTRICT COURT
	:	CASE NO. _____
APPELLEE.	:	

REQUEST TO EXPEDITE APPEAL

(Appellant) (Appellee) requests the appeal in the above referenced case be expedited and that the Clerk of the Bankruptcy Court expressly call this request to the attention of the Clerk of the District Court at the time the record is transmitted to the District Court. This request is based upon the following:

1. Please make a one paragraph statement explaining the history, facts and issues to the case.
2. What is the urgency that would justify expediting this appeal?
3. Is any date certain deadline being delayed pending decision of this appeal? If yes, explain and state the date.
4. What damages will occur and to whom if this appeal is not decided by a date certain?

 /s/ Attorney's Name

Attorney for Movant